STANDARDS INFORMATION

Some have inquired about where they can obtain copies of AIIM (Association of Information and Image Management) and ANSI (American National Standards Institute) standards referenced in the guidelines for e-mail, imaging and websites. Copyright laws prohibit us from posting these standards on our website.

The following options are available for reviewing these standards:

1. Review in the Records Management Division

2. Purchase from AIIM or ANSI

The publications may be viewed in:

The Records Management Division
440 S. 8th St., Suite 210
Lincoln, NE 68508-2294

Monday - Friday, 7:30am to 4:00pm

Arranged for an appointment by calling 471-2559.

Parking available.

These publications may be purchased from:

AIIM
1100 Wayne Avenue Suite 1100
Silver Springs, Maryland 20910-5699
Tel: 301-587-8202
Fax: 301-587-2711

ANSI
11 West 42nd St., 13th Floor
New York, NY 10036
Tel: 212-642-4900
Fax: (orders only) 212-302-1286

AIIM Costs:

"Standard Recommended Practice, File Format for Storage and Exchange of Images, Bi-Level Image File Format, Part I," ANSI/AIIM MS53-1993.
AIIM Member - $40.00, Nonmember - $52.00

"Media Error Monitoring and Reporting Techniques for Verification of Stored data on Optical Digital Data Disks," ANSI/AIIM MS59-1996.
> AIIM Member - $40.00, Nonmember - $52.00

"Performance Guideline for the Admissibility of Records Produced by Information Systems as Evidence," AIIM TR31-1992 (R 1999).
> AIIM Member - $30.00, Nonmember - $39.00

"Recommended Practice for Quality Control of Image Scanners," ANSI/AIIM MS44-1988 (R 1993).
> AIIM Member - $30.00, Nonmember - $39.00

More information is available on the AIIM and ANSI websites:
> Http://www.aiim.org
> Http://www.ansi.org

For information on CCITT, Group 3 and 4:
> http://www.iso.org
> http://webopedia.internet.com/Communications/Communications-Standards/CCITT.html

For Federal Information Processing Standards 127-2, Database Language SQL (FIPS SQL):
> http://itl.nist.gov/fipspubs/fip127-2.htm